

CHAPTER TWELVE
GRADING SYSTEM, ACADEMIC ACHIEVEMENT AND STATUS
FOR
UNDERGRADUATE PROGRAMS

Article 92. Undergraduate Grading System

92.1. Semester Grade Point Average (SGPA) is determined by dividing grade points earned in semester by the number of credit points in that semester.

92.2. The final number grade of a module is obtained based on the sum of the number of grades of independent courses with its weight given for each course in that module.

92.3. In cases where a student does not have full examination records, the instructor shall record “NG” for No Grade. All “NG”s shall be changed to one of the following.

a) To an “I” (incomplete) by the CAC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the “I” grade will be changed to “F” within two weeks after the beginning of the semester.

OR

b) To a “W” (withdrawn) by the Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.

OR

c) To a “DO” (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 86.4b thereof or has not produced evidence justifying a failure to sit for the exam(s).

- 92.4. “W”, “DO” and “I” shall not play any part in the computation of the semester grade point average.
- 92.5. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the University to the appropriate CAC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- 92.6. If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but it is ignored in calculating the semester grade point average (SGPA/SANG) whether or not there is a change in the grade i.e. only, the new grade and credit hour will be considered in determining the status.
- 92.7. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG.
- 92.8. A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.

Article 93. Grading Scale and Letter Grade System for AASTU UGP

Raw Mark interval (100%)	Corresponding Letter Grade	Corresponding fixed number Grade	Status Description	Class Description
[90,100]	A+	4.0	Excellent	First Class with Great Distinction
[85,90)	A	4.0		
[80,85)	A-	3.75		
[75,80)	B+	3.5	Very Good	First Class with Distinction
[70,75)	B	3.0		
[65,70)	B-	2.75	Good	First Class
[60,65)	C+	2.5		Second Class
[50,60)	C	2.0	Satisfactory	
[45,50)	C-	1.75	Unsatisfactory	Lower Class
[40,45)	D	1.0	Very Poor	Lower Class
[0,40)	F	0	Fail	Lowest Class

Article 94. Description of the Grading System

94.1. A student who scored “C” and/or “D” in a course/s shall pass to the next semester if he has pass mark in SGPA/CGPA/CANG.

94.2. If the ‘C’ and/or ‘D’ grade is for a Module or for a course as a module, he/she must re-sit for another exam with self-study to remove ‘C’ and/or ‘D’ when module status determination is required.

- 94.3. A student with a good standing can pass to the next semester and even can graduate if he/she scores “D” and or “C” in any course under module. Nevertheless, if the student is not in good standing, he or she should re-sit an exam within two weeks after the beginning of the semester with self-study.
- 94.4. A student who scored “F” in a course/module must repeat the course/module for a maximum of two-time. If such a student scores an “F” grade for the third time, he shall be referred as “course allergic” for that course.
- 94.5. The final grade of any repeated course shall be maintained regardless of the initial one.

Article 95. Students’ Academic Status Report

- 95.1. At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.
- 95.2. One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.
- 95.3. For *Kiremt* programs, the academic status of the students shall be determined for a minimum of 25 ECTS points/15 credit hours.
- 95.4. Grade report should be issued to applicants for semesters to which the status is determined by the SCAC.
- 95.5. The academic status of part-time students is determined for a minimum of 25 ECTS points/15 credit hours, starting from the first admission date of the students.

Article 96. Academic Standing of Undergraduate Students

- 96.1. A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:
- 96.1.1. A first-year student whose first semester SGPA is ≥ 1.75 can pass to the second semester.

96.1.2. A student who earned a 2.0 (C grade or above in all courses) of a semester shall be in good standing.

96.1.3. A student cannot register a course for more than three times in any way. In case the student scores F after three times, Article 95.4. will apply.

96.1.4. Any re-admitted student can repeat courses he/she scored “F”, “D” and or “C

96.2. Any consecutive warning leads to Academic Dismissal.

96.2.1. A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:

96.3. First-year Students

96.3.1. A newly admitted student who, at the end of the first semester, receives an SGPA/SANG of less than 1.5 shall be dismissed for academic reasons.

96.3.2. A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.50 up to 1.74 both inclusive, shall be warned.

96.3.3. If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless otherwise put on probation at the discretion of the college academic commission.

96.3.4. A student, who, at the end of the second semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.

96.3.5. If student’s SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.

96.3.6. If a student fails to achieve a SGPA/SANG of 1.00 at any semester, s/he is subject to dismissal.

96.4. Second and Higher Class Year Students

96.4.1. A student, who fails to achieve either SGPA/SANG of at least 1.75 and/or a CGPA/CANG of at least 2.00 at any semester, shall be warned by his dean. However, a student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to dismissal.

96.4.2. A student, who for second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right.

96.5. Discretionary Probation

96.5.1. The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.

96.5.2. At the end of the semester, each academic unit, pursuant to procedures fixed by its SC/DC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective SC/DC that:

- a. valid reasons exist to explain their low academic performance;
- b. those causes for their academic deficiencies can be removed;
- c. the students can attain the required academic standard during the same semester in which they have been put on probation.

96.5.3. A CAC/DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

96.5.4. When students are placed on probation, their head of the academic unit will notify of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.

96.5.5. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CANG/CGPA of 2.00.

Article 97. Class Attendance

97.1. A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.

97.2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:

97.2.1. Some program may demand 100% attendance where such full attendance is academically indispensable; and

97.2.2. Academic units may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.

97.3. A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.

97.3.1. If a student's incomplete attendance is proven to have been for valid reasons, course registration will be canceled and the student shall be permitted to retake the course.

97.3.2. If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.

Article 98. Registration, Adding and Dropping of Courses

98.1. Normally, students register for courses using formal procedures, electronic or manual, of the registrar office during registration days.

98.2. Students are required to register for each semester. A student who fails to register in a given semester is considered as a "dropout".

98.3. A student can also add and/or drop course during add and drop period of the Academic Calendar in consultation with Department head or advisor.

98.4. Students can only claim course grade records for courses they register officially through registrar office as per provisions of Sub-Articles 92.1 and 92.2.